

PILOT PROGRAM – ONLINE FINANCIAL DISCLOSURE

The Commission is pleased to announce that electronic filing of Financial Disclosure Statements (“FDS”) is available for 2006. Electronic filing is voluntary for this cycle; however, we encourage you to participate in our Pilot Program. Electronic filing for all State employees will be mandatory in 2007.

FDSs for State officers and employees are available on our web site. The forms are fillable PDFs. These PDFs are unique in that they can be saved with Version 6.0 or higher of the free Adobe Reader program. Please note that, for all FDSs not filed electronically, the Attestation page must contain an original signature and an original notarization.

In order to file your FDS electronically, you will first need to obtain an authentication code from the Commission’s web site. Click on “Financial Disclosure”, then “Obtain an Authentication Code for Online Filing.” After you submit the request form, you will receive your authentication code at the e-mail address provided. State employees must provide their State e-mail addresses.

Once you have provided all of the required information on your FDS, complete the remainder of the Attestation page as follows:

Answer “Yes” to the “Are you filing electronically?” question.

Enter your 32 character code in the yellow authentication code box. Please include the hyphens between each of the groups of characters (8 characters, hyphen, 4 characters, hyphen, 4 characters, hyphen, 4 characters, hyphen and 12 characters). In order to reduce the possibility of error, we suggest that you copy and paste the authentication code from the e-mail message in which you received it. Go to the e-mail message, highlight the authentication code and click ctrl + C; return to the financial disclosure statement and click ctrl + V.

Enter your full name in the yellow box.

Click the appropriate box to indicate who prepared the FDS.

Save a copy of the completed PDF for your records.

Click the blue submit button. You must be online to complete your submission.

A page will appear indicating the date and time of your submission. You may print this for your records. You will also receive an e-mail confirmation that your filing has been received.

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